



RESIDENTIAL BUILDING PERMIT APPLICATION

ALL WORK MUST HAVE A FINAL INSPECTION

ANY WORK DONE IN HISTORIC DISTRICT MUST BE APPROVED BY LANDMARK COMMISSION

In some cases, it will require up to ten (10) days for plan review before a permit can be issued.

FOR OFFICE USE ONLY

PERMIT FEE: \$ _____ PERMIT # _____

DATE: _____ ENTERED BY: _____

WATER TAP FEE: : \$ _____ SEWER TAP FEE: : \$ _____

VALUATION OF WORK (ENTIRE JOB INCLUDING LABOR & MATERIALS): \$ _____

ADDRESS / LOCATION: _____ Mount Vernon, Texas

GENERAL CONTRACTOR: _____

PROPERTY OWNER: _____

DESCRIPTION OF WORK: _____

IS THIS PROJECT: ~~REMODEL/ADDITION~~ NEW CONSTRUCTION ~~DEMOLITION~~

WILL YOU BE REQUIRING ANY OF THE FOLLOWING TYPES OF WORK THAT REQUIRE PERMITS?

ELECTRIC

PLUMBING

DEVELOPMENT PERMIT

GAS

MECHANICAL

NFPA 13R FIRE SPRINKLER SYSTEM

LEGAL DESCRIPTION: LOT _____ BLOCK _____ SUBDIVISION _____ UNIT _____

-OR- TRACT _____ SECTION _____ SURVEY _____ ABSTRACT _____

FOUNDATION TYPE: PIER/BEAM SLAB _____ OTHER _____

ROOFING MATERIALS: COMP WOOD TILE BUILT UP _____ OTHER _____

ROOF DESIGN: TRUSS CONVENTIONAL _____ OTHER _____

RETAINING WALL: HEIGHT: _____ CONCRETE: _____ KEYSTONE: _____ OTHER _____

EXISTING SQ. FOOTAGE UNDER ROOF : _____ **SQ. FOOTAGE OF PROPOSED PROJECT:** _____

Affirmation: I certify that expansive or collapsible soil conditions do not exist for this building site or that I will install a roof gutter system that complies with IRC 2015. By signing this application you are verifying all information is correct.

SIGNATURE: _____ **DATE:** _____

PHONE NUMBER: _____ **FAX NUMBER:** _____

EMAIL: _____

City of Mount Vernon

109 N. Kaufman * P.O. Box 597 * Mount Vernon, TX 75457 * 903 537 2252 * FAX 903 537 2634

www.comvtx.com



Residential Fence Permits

When is a permit needed? A permit is required for any new fence, replacing the posts, changing the height, or moving a fence from its current location.

What is needed to obtain a permit? A permit and plan review is required for all Fence construction. A permit fee is due upon permit issuance.

What are the requirements for a Residential Fences?

Ordinance 1995-9, Table IV Uniform Height and Area Regulations Height requirement for wall, hedge or fence in front yard is four feet (4'). Height requirement for side and rear yard is seven feet (7'). Fence must not extend past property line.

Retaining Walls - An Engineered stamped design is required for retaining walls over 4 feet in height (including the footings) .

Submittal documents: Fill out a Residential permit application and submit (2) site plans which include the following: (You may use a copy of a survey of your lot and draw the above requirements.)

- Location of main building on lot and all other structures on property.
- Location of proposed fence or retaining wall on property.
- Height of fence or retaining wall.
- Construction material used .
- All streets and alleys.

City of Mount Vernon

109 N. Kaufman * P.O. Box 597 * Mount Vernon, TX 75457 * 903 537 2252 * FAX 903 537 2634

www.comvtx.com